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Time Management

Audience: Anyone

Prerequisites: None

Course Duration: 1 day

Course Level: Beginners & Intermediate

Everyone needs to deal with incoming “stuff” on a daily basis, whether they are mails, emails, calls, information packs, messages, your own thoughts or even random events like the breakdown of your car. We need to deal with a collection of unrelated stuff at work and at home using only “one” mind. If you increase your efficiency in dealing with these, you stand to gain enormously.

Many systems exist and numerous productivity books and courses attempt to impose one system or other to their audience. These systems prove to be effective at first, but seem to get forgotten over time and people fall back to their bad habits once more. Over time, as more systems are learned and tested, a sense of hopelessness develops that no matter what time management system is used, the result is never good.

The course focuses on fundamental principles, guidelines, attitudes and organisation systems. Based on these principles and examples of such systems, delegates form their own system based on their own life style. In our experience, this has proven to be much more effective and even months after the course, our delegates report that they have become more productive as a result of this course. We are proud of this and continuously work to improve this course.

By the end of this course, participants will be able to:

- Control your thoughts with the **right attitude** so that you maximise your time efficiency
- **Plan efficiently** for your goals and your mission
- **Organise your life** efficiently and free your mind of little tasks
- Respond to an **interruption** confidently and get maximum results
- Say **No** and be lovelier for it!
- **Delegate** tasks at the appropriate level and maximise your efficiency

See the following page for more detail on what you will learn on this course.

Time Management

In this highly practical course you will learn:

Attitude Towards Time

- How different people look at time and what are the implications of this?
- What mental techniques can you use to increase your productivity?
- What is the impact of perfectionism on your productivity and how can you manage it?
- What techniques can you use to avoid procrastination?
- How to take advantage of dead time?
- How to free your mind from thinking continuously about critical tasks?

Planning

- How to set goals systematically to maximise your productivity?
- How to set your mission statement based on everything you do in life?
- Which planning style is better?
- How to brainstorm?
- How to plan if you don't like planning?
- What is a bottom-up and top-down approach to productivity?

Organising

- How to organise your physical and digital environments?
- What reference system works best and what its critical qualities?
- What tray system works best?
- What calendar system works best?
- How to take advantage of GTD principles (Getting Things Done) to organise your life?
- How to set up and use your calendar using the latest methodologies such as GTD?
- How to prioritise your tasks based on urgency and importance?

Dealing with People

- How to say "No" and be loved for it?
- How to deal with interruptions politely and stay in control?
- How to delegate to increase your productivity?
- How to handle phone interruptions?